



RFP No.: HLVRA-2026-02

Issue Date: September 11, 2026

Submittal Deadline: October 30, 2026

Request for Proposals: Lawn, Irrigation and Landscape Services

The Honey Lake Valley Recreation Authority (“Authority” or “HLVRA”) is requesting proposals from qualified and experienced landscape maintenance contractors to provide routine lawn, irrigation, and landscape maintenance services at the Honey Lake Valley Community Pool, located at 800 South Street, Susanville, California.

The selected Contractor will be responsible for maintaining the pool's lawn areas, landscaping, and irrigation system in a clean, safe, attractive, and well-maintained condition. The Authority intends to select a Contractor based upon qualifications, relevant experience, proposed service approach, responsiveness, references, and overall cost.

The Honey Lake Valley Community Pool is an outdoor public swimming facility operated by the Honey Lake Valley Recreation Authority. The facility includes lawn areas, landscaped planting areas, open space property areas, irrigation systems, walkways, fencing, and other exterior improvements associated with the pool. The pool's primary operating season generally occurs from late May through September, weather permitting. Landscaping and irrigation services will be required throughout the year, with service frequency adjusted to seasonal conditions. It is pertinent that proposers are willing to conduct services in respect to pool schedule and public operation hours.

SCOPE OF SERVICES

The Contractor shall provide all labor, equipment, tools, and routine materials necessary to maintain the designated lawn, irrigation, and landscaped areas. The following represents the minimum anticipated scope of services. Proposers may recommend additional services or alternative maintenance practices that would provide improved results or greater cost-effectiveness.

A. Lawn maintenance services shall include, but not be limited to:

- Routine mowing of all designated lawn areas;
- String trimming and edging around sidewalks, curbs, fencing, buildings, and other structures;
- Removal of grass clippings from sidewalks, walkways, pool areas, and other hard surfaces;
- Routine weed control within lawn areas and surrounding facility spaces;
- Fertilization and lawn treatments as appropriate;
- Identification and reporting of areas requiring reseeding, irrigation adjustments, repair, or other corrective action.

B. Landscape maintenance services shall include:

- Routine trimming and pruning of shrubs and plants;
- Removal of dead, damaged, or overgrown vegetation;
- Weed removal from landscaped areas;
- Maintaining vegetation so that it does not obstruct walkways, fencing, pool access, signage, lighting, or other facility features;
- General cleanup of landscaped areas.

C. Irrigation system maintenance services shall include inspection, operation, and maintenance of the existing irrigation system serving the pool's lawn and landscaped areas. Additional services shall include:

- Routine inspection of the irrigation system;
- Identification of broken, damaged, clogged, or improperly functioning sprinkler heads;
- Adjustment of sprinkler heads and irrigation coverage;
- Adjustment of irrigation controllers and watering schedules;
- Identification and repair of minor irrigation leaks;
- Replacement of minor components, including sprinkler heads, nozzles, valves, fittings, and similar components, when authorized;
- Identification and correction of irrigation overspray affecting sidewalks, pool areas, buildings, or other improvements;
- Seasonal adjustment of irrigation schedules;
- Irrigation startup and winterization, as applicable;
- Notification to the Authority of significant irrigation deficiencies or system failures.

D. Seasonal Services

The Contractor shall provide seasonal services appropriate to the facility, including:

- Spring irrigation startup;
- Seasonal irrigation adjustments;
- Preparation of landscaping for summer pool operations;
- Fall cleanup;
- Irrigation winterization, where appropriate;
- Removal of seasonal leaves and debris;
- Other seasonal maintenance necessary to maintain the facility.

E. Pool and Facility Protection

The Contractor shall perform all landscape maintenance in a manner that protects the swimming pool and public-use areas. The Contractor shall take reasonable precautions to prevent:

- Grass clippings from entering the swimming pool;
- Leaves, dirt, mulch, or other landscape debris from entering the pool;
- Fertilizer or landscape treatment products from entering the pool or pool deck;
- Irrigation overspray from creating slippery conditions on pool decks or walkways;
- Landscape equipment from damaging pool fencing, equipment, buildings, sidewalks, or other improvements.

The Contractor shall remove any landscape debris resulting from its work from pool decks, walkways, drains, and other hard surfaces.

SERVICE FREQUENCY

Proposers shall provide a recommended service schedule based upon the facility's lawn, landscaping, irrigation system, seasonal conditions, and anticipated workload. Proposers may recommend different service frequencies during the pool's operating season and during the remainder of the year.

The Authority is seeking a maintenance program that maintains the property in a consistently clean, safe, and attractive condition rather than a specific predetermined number of visits.

MATERIALS, EQUIPMENT AND SUPPLIES

The Contractor shall provide all labor, equipment, tools, and routine materials necessary to perform the proposed services. All products shall be used in accordance with applicable laws, manufacturer requirements, and appropriate safety practices.

Due to the Contractor's proximity to the public swimming pool, special care shall be taken to prevent landscape chemicals, fertilizers, fuels, or other materials from entering the pool or pool equipment systems.

CONTRACTOR QUALIFICATIONS

Proposers shall demonstrate:

1. Experience providing commercial, municipal, recreational, or public-facility landscape maintenance;
2. Experience maintaining lawn and irrigation systems;
3. Appropriate licenses, registrations, and insurance;
4. Adequate staffing and equipment;
5. Knowledge of irrigation system maintenance and troubleshooting;
6. Ability to respond to irrigation failures and other urgent maintenance issues;
7. Experience working around public facilities and members of the public;
8. At least three references for similar work; and
9. Ability to comply with all applicable federal, State, and local requirements.

PROPOSAL REQUIREMENTS

Proposals shall include the following:

1. Company Information
2. Qualifications and Experience
3. Proposed Service Approach
4. References
Provide at least three references for comparable work.
5. Pricing Proposal
Pricing shall clearly identify the total proposed cost for routine services, including all labor, equipment, and materials proposed to be included in the base contract.

EVALUATION CRITERIA

Proposals will be evaluated based upon the following criteria:

<u>Evaluation Criteria</u>	<u>Weight</u>
Relevant Experience and Qualifications	20%
Proposed Maintenance Approach	15%
Irrigation Experience and Technical Capability	15%
Staffing, Equipment and Responsiveness	15%
References	10%
Cost	25%
Total	100%

The Authority may conduct interviews, request clarification, inspect references, or request additional information as part of the evaluation process.

SITE VISIT

Prospective proposers are strongly encouraged to inspect the Honey Lake Valley Community Pool prior to submitting a proposal.

INSURANCE

The selected Contractor shall maintain insurance coverage in amounts and types acceptable to the

Authority and as specified in the final agreement. At a minimum, the Contractor should anticipate requirements for:

- Commercial General Liability;
- Automobile Liability;
- Workers' Compensation, as required by law; and
- Employer's Liability, as applicable.

Certificates of insurance and endorsements shall be provided prior to commencement of services. The Authority will require the Honey Lake Valley Recreation Authority to be named as additional insureds as appropriate, specific insurance requirements will be included in the final agreement.

GENERAL CONDITIONS

The Authority reserves the right to reject any or all proposals, waive minor irregularities, request clarification or additional information, interview respondents, negotiate with one or more qualified respondents, and select the firm determined to be in the best interest of the Authority.

Proposals submitted in response to this RFP may be subject to disclosure under the California Public Records Act. Respondents should clearly identify any information they believe is exempt from disclosure under applicable law. The Authority does not guarantee that information identified as confidential will be exempt from disclosure.

The selected contractor shall comply with all applicable federal, State, and local laws regarding nondiscrimination and equal employment opportunity.

Respondents shall disclose any actual or potential conflict of interest that may arise from providing services to the Honey Lake Valley Recreation Authority.

Issuance of this RFP does not obligate the Authority to enter into an agreement or reimburse any proposer for costs incurred in preparing a proposal.

PROPOSAL SUBMITTAL

Proposals shall be submitted electronically to: jarredondo@cityofsusanville.gov with subject line: **RFP – Honey Lake Valley Community Lawn, Irrigation, and Landscape Maintenance Services**

If hard copies are required, submit to:

City of Susanville / Honey Lake Valley Recreation Authority
66 N. Lassen Street
Susanville, CA 96130
Attn: Jolene Arredondo

Late submissions may be rejected.

AUTHORITY CONTACT

Questions regarding this RFP or requests to schedule a site visit should be directed to:

City of Susanville / Honey Lake Valley Recreation Authority
66 N. Lassen Street
Susanville, CA 96130
Attn: Jolene Arredondo
Email: jarredondo@cityofsusanville.gov